



FINANCE COMMITTEE OF THE LIBRARY BOARD OF TRUSTEES MEETING

**Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
and via Zoom
August 18, 2026 at 6:00 PM**

AGENDA

Zoom Login

<https://us02web.zoom.us/j/87934122881?pwd=6Sf1dyzgqaocA12c7RahTegyTEkDGi.1>

- 1. Call to Order**
- 2. Roll Call and Introduction of Guests**
- 3. Approval of Minutes**
 - 3.1 Approval of July 21, 2026, Library Finance Committee meeting minutes as prepared and distributed
- 4. Discussion/Action Items**
 - 4.1 Preliminary Budget Planning - Discussion and possible action on preliminary planning for the 2027 budget.
- 5. Referral Items**
- 6. Confirm Next Meeting Date**

The next Finance Committee meeting is scheduled for Tuesday, September 15, 2025 @ 6:00pm.
- 7. Adjournment**

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S FINANCE COMMITTEE**
Tuesday, July 21, 2026

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

Call to Order

Meeting called to order at 6:00 pm by Chairperson Stienstra.

Roll Call and Introduction of Guests

Board Members Present

C. Stienstra
H. Pringle
K. Sperstad
J. Werner

Also Present

A. Armour, Library Director

Approval of Minutes

J. Werner/H. Pringle moved to approve the minutes of November 10, 2025, as presented. Unanimously carried.

Discussion/Action Items

4.1 Audit Results

Director Armour presented the 2025 audit. A timing mismatch in donation expenditures and revenues required \$1,948 from the general fund balance to balance the budget. All expenditures were accurately accounted for. The issue reflects the difference between the Village's annual reconciliation of the donation accounts and the internal tracking and donation timing of the Library. Staff are working with the Village Head of Finance on improving processes to avoid this in the future.

4.2 2026 Mid-Year Budget Amendment

Director Armour presented a mid-year 2026 budget amendment with the sole change adding in a \$26,208 OPEB retirement expenditure and accompanying revenue from the OPEB fund. This amendment ensures accurate accounting in time for the Annual Report in February before the Village audit. K. Sperstad/J. Werner motioned to recommend the 2026 Mid-Year Budget Adjustment with the OPEB retirement expenditure to the Library Board for approval and adoption. Unanimously carried.

4.3 Preliminary Budget Planning

The Committee gave Director Armour priorities for the 2027 budget including supporting leadership needs during the renovation, targeting digital and high-use collections, staff development, increased outreach and off-site programming during renovation, and furniture not covered by the renovation plan.

5. Referral Items - none

6. Confirm Next Meeting Date – The next Finance Committee meeting is scheduled for Tuesday, August 18, 2026 @ 6:00 pm.

7. Adjourn

K. Sperstad/J. Werner motioned to adjourn the meeting. Unanimously carried. Meeting adjourned at 7:08 pm.

Minutes submitted by Abby Armour